



DIVERSITY SPECIALIST

Purpose:

To actively support and uphold the City's stated mission and values. To plan, organize and coordinate a variety of programs related to diversity education/awareness, marketing, and image building for the City. Develop and coordinate special events and diversity programs as requested by management and elected officials to promote the City of Tempe; and to provide support to the Diversity Department Manager.

Supervision Received and Exercised:

Receives general direction from the Diversity Department Manager. May provide functional supervision over other professional and clerical staff.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Meet with elected officials, City Manager and other senior management, boards and commissions, and neighboring City representatives to create and promote the City's diversity related programs and events; research and network within the community and with diversity organizations to seek out further educational programming opportunities.
- Plan and coordinate all activities related to diversity events, such as development of ideas and themes for events, identification of locations and dates, selection of staff needed for assistance and service, selection and follow-up with vendors, development of creative themes and decorations, guest list and invitation preparation. Act as event host as appropriate.
- Create press releases, hold press conferences, and serve as direct media contact and spokesperson for all diversity event information; develop public information materials needed for diversity events including programs, fact sheets, scripts, strategies and supportive information for speeches; identify, develop and place stories in various media outlets as they relate to events.
- Serve as liaison with neighboring cities in creating regional diversity programs and events. Make presentations and respond to community groups interested in diversity programs.

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- Maintain awareness and appropriate communication for the potentially sensitive issues relating to City diversity events including visibility, cost, resident participation and perception, and event theme and purpose.
- Prepare and administer the annual budget for the Diversity Department; prepare cost estimates for budget recommendations; monitor and control expenditures.
- Provide additional staff support to the Human Relations Commission; serve as staff representative in support of the Commission for Disability; support other City committees as appropriate.
- Act in the absence of the Diversity Department Manager as appropriate.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of responsible public relations, media relations, event management, or public affairs experience, preferably with a diversity focus for a government agency.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in communications, journalism, public relations, business administration, public administration or related field.

This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 103.

Job Code: 0741

Salary Range: 36

FLSA: Exempt